



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

Version 4.2.1

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) voucher functions. The eVoucher program will allow for:

- On-line voucher review and submission by the attorney
- On-line submission to the court
- On-line authorization requests by attorneys for service providers (after Motion and Order approval through CM/ECF)
- On-line voucher completion by the attorney on behalf of the service provider

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers.

The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.

Court Appointment

When an appointment is made, an email will automatically be generated by the program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Some Courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

Accessing the CJA eVoucher Program

You will access the eVoucher Program at the following address:

https://circ09-evapp.ada.dcn/CJA_azx_prod/CJAeVoucher/LogOn.aspx

It is suggested that you bookmark it for easier access.

Log in using your the Username and Password you were provided and click

Log In



CJA eVoucher

Electronic Voucher Management System

USER LOGIN Release District of Arizona Production 4.2.1

Existing user? Please log in.

Username:
Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

Accessing the CJA eVoucher Program (cont'd)

If you forget your username or password, click the **Forgot your login?** hyperlink.



CJA eVoucher

Electronic Voucher Management System

USER LOGIN Release District of Arizona Production 4.2.1

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Enter your Username or email address, and click Recover Logon to retrieve your information.

Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

Home Page

Your home page provides access to all of your appointments and vouchers.

Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"> • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.


Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.


Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Sorting: Click the column heading (e.g., Case, Defendant, Type) to sort in either ascending or descending order.

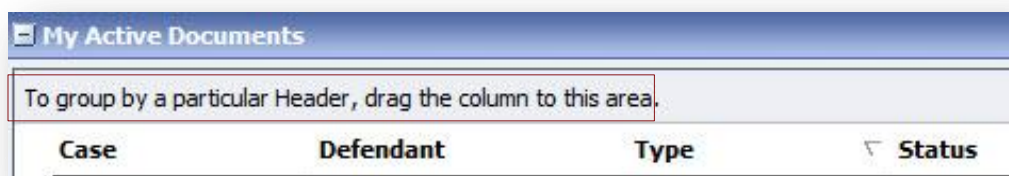
Resizing of Column:

Step 1 Along the folder headings (e.g. Case, Defendant, Type, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step 2 Drag the line in the desired direction to enlarge or reduce the column size.

Note: The folder size does not increase; therefore, some columns may move off the screen.

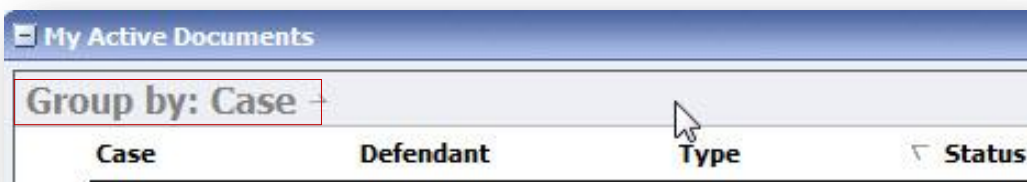
Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.



Step 1 Click the header for the column you wish to group.

Step 2 Hold the cursor and drag the header to the “Group by Header” bar.

Step 3 Release the cursor and all the information in that folder will be grouped and sorted by that selection.



Note: Group settings return to original setting when you navigate away from page.

My Profile

In the **My Profile** section, the attorney may:

- Change password (Login Info section.)
- Update bar number, SSN, contact information, email, phone numbers, physical address (Attorney Info section.)
- Update the EIN/TIN, Firm Name and Address. (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period section.)
- Document any CLE attendance (Continuing Legal Education section.)

Click the **My Profile** link from either the Home screen or the Help menu bar to open the “My Profile” page.



 This screenshot shows the 'My Profile' page for Andrew Anders. The page is divided into several sections, each with an 'Edit' or 'View' button. The sections are:

- Login Info:** Displays 'UserName: Anders' and 'CM/ECF Access is NOT validated'. There is an 'Edit' button.
- Attorney Info:** Displays personal information including 'Bar Number: 12345', 'Your Name: Andrew Anders', 'Your Contact Info' (Phone: 210-833-5623, Cell Phone: 702-555-1212, Fax: deadmail@support.aobx.uscourts.gov), and 'Your Address' (110 Main Street, San Antonio, TX 78210, USA). There is an 'Edit' button.
- Billing Info:** Displays 'Your default billing info is: Andrew Anders', 'SSN/EIN: ***-**-6789', '123 Legal Blvd. South, AnyTown, DC, 12345 - USA', 'Phone: 888-555-4000', and 'Fax: 888-555-4001'. There are 'Select', 'Add', and 'Edit' buttons.
- Holding Period:** Displays 'There is 1 period of time during which case cannot be taken.' There is a 'View' button.
- Continuing Legal Education:** Displays 'No info has been stored. Please click VIEW to type your info.' There is a 'View' button.

Changing My Profile Username and Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** CM/ECF Access is **NOT validated** [Edit](#)

Step
2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)
Password [reset](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
3

To reset your password, click **reset**.

Step
4

Type the new password and retype it in the confirm field.

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)
Password * **Strength: Strong**
Confirm *

[Reset](#) [cancel](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
5

Click **Reset** to save.

Step
6

Click **Close** to exit the **Login Info** section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username [change](#) [Close](#)
Password [reset](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

If your Court is allowing access to CM/ECF, log in using your CM/ECF Username/Password and select validate. This will allow for synchronization between CJA eVoucher and CM/ECF. Once you've logged in, access will show as validated.

The screenshot shows a web application interface for the CJA eVoucher system. At the top is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and a logout button. Below this is a breadcrumb trail: > Help > [My Profile](#). The main content area is titled "Login Info" with the subtitle "Your Login information". It contains several input fields and buttons. The "Username" field is pre-filled with "Anders" and has a "change" link next to it. The "Password" and "Confirm" fields are empty, each with a red asterisk indicating a required field. Below these fields are "Reset" and "cancel" buttons. Further down, there are fields for "CM/ECF Username" and "CM/ECF Password", with a "validate" link next to the username field. At the bottom, a red-bordered box displays the message "CM/ECF Access is **NOT validated**".

Home Operations Reports CMECF Links Help logout

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)

Password

Confirm

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Attorney Info

Also on the profile page is a section to enter your personal information (“Attorney Info”). Attorneys must enter their Social Security Number into the Attorney Info section in order to be paid, even if there is a firm EIN/TIN.

You can enter up to three email addresses in this section. These addresses will receive automatic notifications from the system to alert you that a case has been entered into eVoucher, if you have a document that is rejected, and when your voucher has gone through all the approval processes and has been entered into the payment system.

Note: associates are not required to enter their SSNs. Associates will enter the billing code of the attorney they are working with as described in the following Billing Info section.

Attorney Info		
Your personal info		
SSN Instructions: If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. If you are an associate only, do not enter your Social Security Number in the SSN field.		
Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number: and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).		
Bar Number	<input type="text"/>	
Tax Identification Number:	SSN: <input type="text" value="666-12-3456"/>	
	Confirm: <input type="text" value="666-12-3456"/>	
First Name	Middle	Last Name
<input type="text" value="Denny"/>	<input type="text"/>	<input type="text" value="Crane"/>
Main Email	<input type="text" value="DCrane@JusticeIsBlind.com"/>	
2nd Email	<input type="text"/>	
3rd Email	<input type="text"/>	
Phone	Cell Phone	Fax
<input type="text" value="(415) 555-1212"/>	<input type="text"/>	<input type="text"/>
Address 1	City	
<input type="text" value="100 Main Street, Suite 100"/>	<input type="text" value="San Francisco"/>	
Address 2	State	Zip
<input type="text"/>	<input type="text" value="CALIFORNIA"/>	<input type="text" value="94104"/>
Address 3	Country	
<input type="text"/>	<input type="text" value="UNITED STATES"/>	

Billing Info

The billing information section is for you to enter your billing information. Under Billing Type, choose the Self-Employed option if the income is to be reported to your Social Security Number. (NOTE: if you choose this option, the Tax Identification Number fields will not appear.) If you work with a Firm, choose that option and enter the firm's EIN/TIN in both fields.

Billing Info	
List all available billing info records	
<p>EIN Instructions: If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).</p> <p>Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number: and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).</p>	<p>Billing Type:</p> <p><input type="radio"/> Self-Employed</p> <p><input checked="" type="radio"/> Firm</p> <p><input type="radio"/> Associate</p> <p>Tax Identification Number:</p> <p>EIN/TIN: <input type="text"/></p> <p>Confirm: <input type="text"/></p> <p><input type="checkbox"/> Copy Address from Profile</p> <p>Name: <input type="text"/></p> <p>Phone: <input type="text"/> Fax: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>UNITED STATES</p>

You will be required to type your name (or the name of the firm) in the Name field. If the address information is the same as that entered into the Attorney Info section, you can check the "Copy Address from Profile" box and the program will copy that information for you.

Billing Info (cont'd)

Whether you choose Self-Employed or Firm, when you close this section, you will be assigned a Billing Code:

The screenshot shows a 'Billing Info' panel on the left with the title 'Billing Info' and subtitle 'List all available billing info records'. To the right, the text 'Your default billing info is:' is followed by the name 'Kerry Reynolds' (which is crossed out with a red line), the 'Billing Code: 0970-000365' (highlighted with a red rectangle), and the address '401 West Washington, Phoenix, AZ 85003 - US'. Below the address is the phone number 'Phone: 602-322-7207' and 'Fax:'.

Associates

Associates will choose the Associate option with the Billing Info field and will be prompted to enter a billing code:

The screenshot shows the 'Billing Info' panel on the left. To the right, under 'Billing Type:', there are three radio button options: 'Self-Employed', 'Firm', and 'Associate' (which is selected with a filled circle). Below these options is a 'Billing Code:' label followed by a text input field and a 'Verify' button.

The Billing Code must be obtained from the appointed attorney (see above screenshot).

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you will not be given a new assignment.

Step
1

Under the **Holding Period** section click **View**.

The screenshot shows a web interface with a sidebar on the left containing a 'Holding Period' section. The main content area displays the text 'No info has been stored. Please click VIEW to type your info.' A red box highlights a 'View' button in the top right corner of the main content area.

Step
2

Click **Add**.

The screenshot shows the 'Holding Period' section in the sidebar. The main content area has a toolbar with 'Back', 'Edit', 'Add', and 'Delete' buttons. The 'Add' button is highlighted with a red box. Below the toolbar is a table with columns 'Starting', 'Ending', and 'Notes'. The table contains one row with the text 'No Holding Period'. A search bar is located to the right of the table. The text 'No data' is at the bottom right.

Step
3

Enter the **Starting** and **Ending Date**, along with **Notes**.

The screenshot shows the 'Holding Period' section in the sidebar. The main content area has a toolbar with 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the toolbar are two date pickers labeled 'Starting Date' and 'Ending Date'. The 'Starting Date' is set to '07/11/2014' and the 'Ending Date' is set to '08/01/2014'. Below the date pickers is a text area labeled 'Notes' containing the text 'Vacation Cruise.' The text area is highlighted with a red box.

Step
4

Click **Save**.

Continuing Legal Education

Step
1

Under the **Continuing Legal Education** section, click **View** to access your CLE information.

The screenshot shows a sidebar with 'Continuing Legal Education' selected. The main area contains the text: 'No info has been stored. Please click VIEW to type your info.' A red box highlights the 'View' button in the top right corner.

Step
2

To add CLE information, click **Add**.

The screenshot shows the 'Continuing Legal Education' sidebar. The main area has buttons for 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons is a table with columns: Files, Credit, Date, Hours, and Subject. The table is currently empty, showing 'No Continuing Legal Education' and 'No data'.

Step
3

Click the **Credit** dropdown menu to select CLE categories.

The screenshot shows the 'Add' form in the 'Continuing Legal Education' section. The 'Credit' dropdown menu is open, showing 'Sentencing-rel' selected. Other fields include 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A red box highlights the 'Credit' dropdown and the 'Save' button. A note at the bottom states: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note:

After information is saved, you will be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step
6

To add an attachment, click **Browse** to locate your file.

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Step
7

Click **Save**.

All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

Continuing Legal Education

Back Edit Add Delete

Search:

Files..	Credit	Date	Hours	Subject
0	Sentencin...	05/15/2014	0	

1 Page 1 of 1 (1 items)

Appointments' List

Locate the **Appointments** section under the Appointments' List on your home page.

Step
1

Click the case number hyperlink to open the **Appointment** page.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Home Operations Reports CMECF Links Help logout

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Attorney Time Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

1 Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
1

From the **Appointment** page, click **View Representation**.

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

Home

Operations

Reports

CMECF

Links

Help

logout

Representation

In this page you can access information of an existing representation.

Reports

[Representation Report](#)

Representation Info

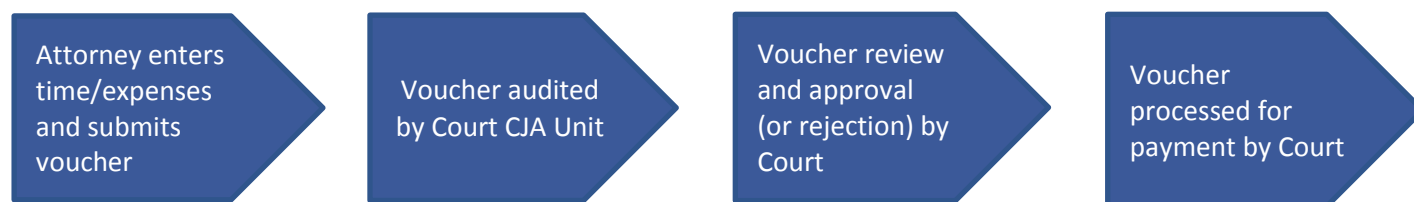
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER	
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES				
EXCESS FEE LIMIT \$9,800.00		PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov
29	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.uscourts.gov

Step
2

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page click **Create** from the CJA 20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

 Voucher #:
 Start Date: 6/11/2014
 End Date: 6/11/2014

 Services: \$0.00

 Expenses: \$0.00

Reports
[Defendant Detail Budget Report](#)
 Detail budget info for defendant

[Form CJA20](#)
[Defendant Summary Budget Report](#)
 Totals only of budget info for defendant

Basic Info
 Services
 Expenses
 Claim Status
 Documents
 Confirmation

Basic Info

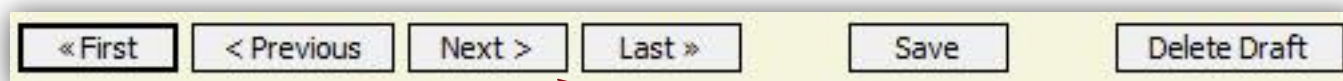
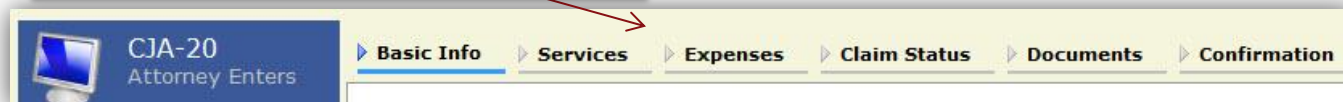
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info
 Preferred Payee: Andrew Anders
Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

«First
 < Previous
 Next >
 Last »
 Save
 Delete Draft

Creating the CJA 20 Voucher (cont'd)

Tab Headings appear at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using either the Tab Headings or Progress bar.

Entering Services

Line item time entries should be entered on the **Services** tab. Both In-Court and Out-of-Court time should be recorded on this screen. **The expectation is that time is to be entered in eVoucher daily or close to daily.**

Step
1

Click the **Services** tab or click **Next** located on the Progress bar.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

CJA-20 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014
Services: \$0.00
Expenses: \$0.00
Reports
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Services
Date: 6/11/2014 *
Service Type: *
Doc. # (ECF): Pages: *
Hours: * at \$126.00 per hour. Add Remove
* Required Fields
To group by a particular Header, drag the column to this area:

Service Type	Date	Description	Hrs	Rate	Amt
No data					

«First < Previous Next > Last » Save Delete Draft

Step
2

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.

Services
Date: 6/11/2014 *
Service Type: *
Doc. # (ECF): *
Hours: *
* Required Fields
To group by a particular Header, drag the column to this area:

Service Type	Date	Description	Hrs	Rate	Amt
No data					

«First < Previous Next > Last » Save Delete Draft

Entering Services (cont'd)

Step
3

Select **Service Type** from the drop-down menu.

Note:

You may add dates in any order. You can sort in chronological order at any time.

Step
4

Enter hours of service in tenths of an hour.

Step
5

Enter a detailed description.

Step
6

Click **Add**.

Note:

- Remember to click **Add** after each entry.
- Click on a prior entry in order to edit.

The entry will be added to the voucher and appear at the bottom of the **Service Type** section.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Step
7

Click the **Date** header. This will sort services according to date.

Step
8

Click **Save**.

Entering Expenses

Step
1

Click the **Expenses** tab or click **Next** located on the Progress bar.

The screenshot shows the 'Expenses' tab in the CJA eVoucher system. The form includes fields for Date (6/12/2014), Expense Type (a dropdown menu), Miles, and Amount. A description field is also present. Below these fields is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty, showing 'No data'. At the bottom of the form are navigation buttons: « First, < Previous, Next >, Last », and action buttons: Save, Delete Draft.

Step
2

Select **Expense Type** from the drop-down menu.


This screenshot shows the 'Expenses' tab with the 'Expense Type' dropdown menu open. The menu lists the following options: Travel Miles, Travel Misc., Fax, Long Distance Charges, Photocopies, Postage, and Other Expenses. The form fields and navigation buttons are visible in the background.

Entering Expenses (cont'd)

Step 3 If Travel Miles is chosen, enter the round trip mileage.

Step 4 Enter a detailed description.

Expenses

Date: 6/12/2014 *  Description: Travel to and from Court *

Expense Type: Travel Miles * Amount:

Miles: 20 * at \$0.5600 per mile.

* Required Fields

To group by a particular Header, drag the column to this area.


Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Step 5 Click **Add**.

The entry will be added to the voucher and will appear at the bottom of the **Expense Type** section.

Expenses

Date: 6/12/2014 *  Description: *

Expense Type: * Amount:

Miles: * at \$0.5600 per mile.

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

« First < Previous Next > Last »

Entering Expenses (cont'd)

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- You may add time in any order.
- Remember to click **Add** after each entry.
- Click on a prior entry in order to edit.

Expenses

Date: 6/12/2014 * Expense Type: * Description: * Miles: at \$0.5600 per mile. Amount: * Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

< First < Previous Next > Last > Save Delete Draft

Step
6


Click the **Date** header. This will sort expenses according to date.

Step
7

Click **Save**.

Claim Status

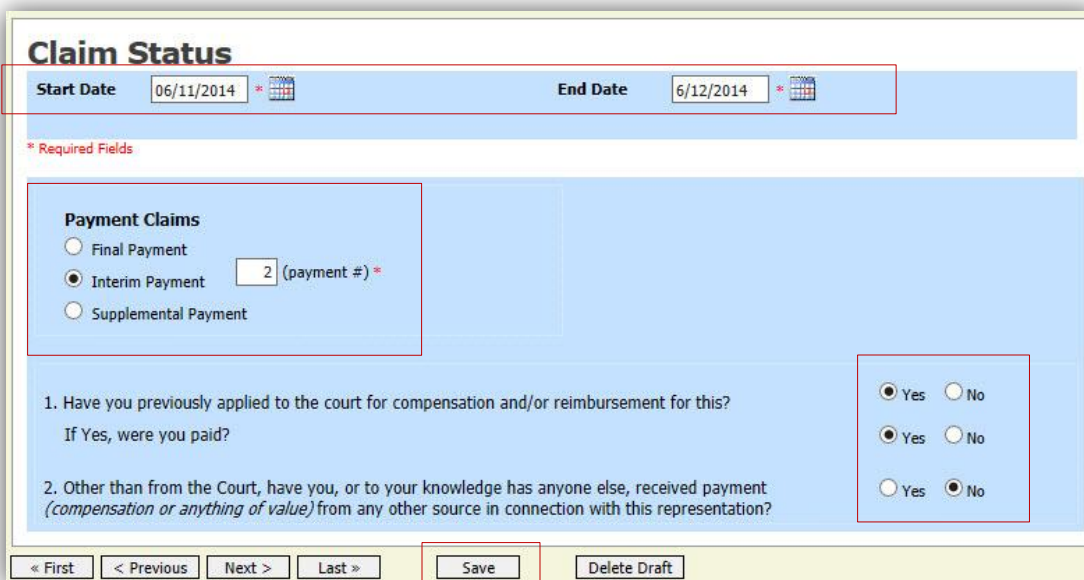
Once you begin entering data on the **Services** and/or **Expenses** tab, you may receive what looks like an error message:

 Service and/or Expenses are out of the Voucher Start and End Dates.

The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expense dates for the voucher.

Step 1 Click the **Claim Status** tab or click **Next** located on the Progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services. The end date should be entered in the same manner.



Step 3 Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. If using this type of payment indicate the number of this requested payment.
- After Final Payment has been submitted, Supplemental Payment may be requested due to a missed or forgotten entry.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **Save**.

Documents

Attorneys may attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court, letter of explanation for exceeding 45-day deadline.

Step 1 To add an attachment, click **Browse** to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less, per file.

Step 2 Enter a detailed description of the attachment. (i.e. Court Order signed 1/2/2015)

Step 3 Click **Upload**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

The attachment and description is added to the voucher and appears in the bottom of the Description section.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Description	Delete	View
Copies of receipts	Delete	View

« First < Previous Next > Last »

Step 4 Click **Save**.


Signing and Submitting to Court

Once you have added all voucher entries and reviewed each of the tabs for accuracy, you are ready to sign your voucher and submit it to the Court.

Step
1

Click the **Confirmation** tab or **Last** located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.

Confirmation					
1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER		4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS DKT. DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
				10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623				13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001				Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (P) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:					Date Signed:
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
« First < Previous Next > Last » Save Delete Draft					

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any information to the Court in the Public/Attorney Notes section.

Step 5 Click **Submit** to send to the Court. Your individual login and password will serve as your electronic signature.

A screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional documents for this appointment.

Signing and Submitting to Court (cont'd)

The active voucher is removed from the “My Active Documents” folder and now appears in the “My Submitted Documents” section.

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1			Page 1 of 1 (3 items)

Notes:

- If a voucher is rejected by the Court, it will reappear in the “My Documents” section and will be highlighted in gold.

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014	

- An email message generated by the system will be sent explaining what corrections need to be made. The note will also appear in the Public/Attorney Notes section of the Confirmation page.
- You will make any necessary corrections and click **Submit** to re-send to the Court.
- You will automatically receive an email after the voucher has been approved and submitted for payment.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014
Services: \$63.00
Expenses: \$26.20

- Expand the item by clicking on the down arrow (▼) to reveal specifics.

Services: \$63.00

In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel	
Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses	
Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

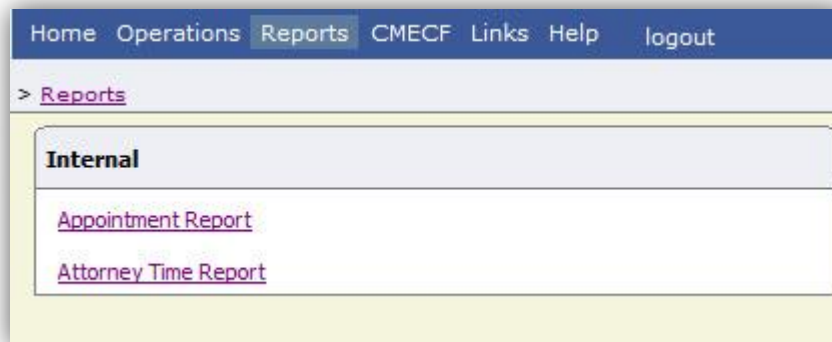
Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.

Budget Detail Report For Defendant 1:14-CR-08805-1-AA													
Counsel Budget		Defendant: Jebediah Branson											
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$0.00					CJA-28	0101.0000029	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$9,800.00					Total:		\$35,000.00	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: Andrew Anders (Appointing Counsel)		Active											
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00		
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	\$6,700.00		
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,944.00		
06/12/2014 to 06/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,881.00		
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,629.00		
					Total Pending:	\$1,119.60				Total Approved:	\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization													

Expert and Other Services Budget - Not Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Vendor: Luz Garcia (Hair, Fiber Expert)					Approved Amount: \$800.00			Attorney: Andrew Anderson			
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	
		Total Pending:			\$0.00	Total Approved:		\$0.00			
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Vendor: Abraham Astley (Interpreter Translator)					Approved Amount: \$800.00			Attorney: Andrew Anderson			
01/20/2009 To 05/26/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00	
		Total Pending:			\$215.00	Total Approved:		\$0.00			
Grand Totals for the Representation											
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending				Approved			Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending		
		Travel	Other			Travel	Other		Fees	Fees and Expenses	
		\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.

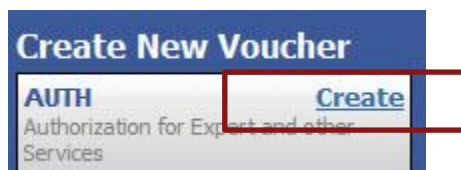
Budget Summary Report For Defendant											
1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed	Amount Adjusted		
Budget Amount Requested:	\$0.00					CJA-28	0101.0000029	\$35,000.00	\$35,000.00		
Budget Amount Approved:	\$9,800.00					Total:		\$35,000.00	\$35,000.00		
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
		Total Pending:		\$1,119.60	Total Approved:		\$3,541.24	\$6,700.00	\$5,629.00		
Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number:		Amount Requested: \$0.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			
Vendor: {}											
		Pending For Vendor:		\$0.00	Approved For Vendor:		\$0.00				
		Total Pending:		\$0.00	Total Approved:		\$0.00	\$0.00	\$0.00		

Submitting an Authorization Request for Expert Services

(An authorization request in eVoucher should be made after you obtain a court order through the motion and order process on CM/ECF.)

Step
1

From the **Appointment** page click Create from the AUTH template.



The **Basic Info** screen will open.

Basic Info Documents Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Submitting an Authorization Request for Expert Services (cont'd)

Step
2

Complete the information in the blue section at the bottom of the screen, to include:

- Estimated Amount (Amount listed in order.)
- Basis for Estimate
- Description, if necessary
- Service Type from drop-down
- Name of Service Provider (*see note below)

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ 8000.00 *

Authorized Amount \$

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator ✓ *

Requested Provider John Doe

« First < Previous Next > Last » Save Delete Draft

Note:

*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Requested Provider section.

Step
3

Click **Save**.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Step
4

Click the **Documents** tab or click **Next** located on the Progress bar. (This is where you will add your court order.)

Submitting an Authorization Request for Expert Services (cont'd)

Step 5 To add the attachment, click **Browse** to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less, per file.

Step 6 Add a detailed description of the attachment. (i.e. Court Order signed 1/2/2015)

Step 7 Click **Upload**.

The attachment and description will be uploaded and appear at the bottom of the Description section.

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

Step 8 Click **Save**.

Submitting an Authorization Request for Expert Services (cont'd)

Step
9

Click **Next** located on the progress bar or the **Confirmation** tab.

Step
10

Review the confirmation screen for accuracy. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any notes to the Court in the Public/Attorney Notes section.

The screenshot shows a confirmation form with a light blue header and a yellow footer. The header contains a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". The main body of the form has a light blue background and contains a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. Below the checkbox is a timestamp: "Date: 6/16/2014 15:53:48". To the right of the checkbox is a "Submit" button with a green arrow icon. The footer contains navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step
11

Click **Submit** to send to the Court. Your individual login and password will serve as your electronic signature.

A screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

The screenshot shows a success message in a light blue box. The message reads: "Success. Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: 0101.0000152". Below the message is a "Back to:" section with two links: "Home Page" and "Appointment Page".

Step
12

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional documents for this appointment.

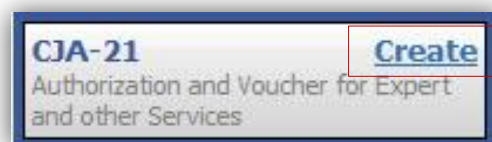
The Authorization Request will now appear in the "My Submitted Documents" section on the Attorney home page.

You will automatically receive an email when the authorization has been approved. You will then be able to Create a CJA 21 Voucher.

Creating a CJA 21 Voucher

Step
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.



The voucher opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08802-2-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the **"No Authorization Required"** button if under the statutory limit.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

« First < Previous Next > Last » Delete Draft

When submitting a CJA 21 voucher you will have two options to choose from under the Authorization Selection.

Step
2

If the request does not require advance authorization (\$800 or less), click on the **No Authorization Required** option.

If you have a previous authorization received through an order from the Court, click on the **Use Previous Authorization** option.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

Creating a CJA 21 Voucher (cont'd)

If you clicked "Use Previous Authorization" a list of Existing Requests for Authorization will appear, go to Step 3.
If you clicked "No Authorization Required", go to Step 4.

Step
3

Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.** The service type will fill in from the authorization selected. Go to Step 5

Step
4

If no authorization is required, use the drop-down box to select the service type.

Step
5

Enter a description of the service to be provided.

Existing Requests for Authorization

ID Number: 155	Service Type: Weapons Firearms
Order Date: 05/27/2014	Explosive Expert
Authorized Amount: 0	Estimated Amount: 1000
	Requested Provider: Robert Arms

New Voucher Information

Service Type Weapons Firearms Explosive Expert

Description

Voucher Assignment ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Service Provider
 You can search one of the service providers already in the system
 OR you can enter the required information for another provider

Expert Gabriel, Gina

Expert Info

Details	Gina Gabriel 110 Main Street San Antonio TX 78210 USA Phone: 210-593-3340
---------	---

Create Voucher

Step
6

Select the Expert. (*See Note)

At this time, Experts are not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling in the voucher claim part.

Voucher Assignment ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Note:

*Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page 41.

Creating a CJA 21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

- If all information is not entered you cannot advance to the next screen.
- At this time, Experts are not authorized to enter vouchers in eVoucher. Attorneys will fill in the voucher on behalf of the expert. (Steps are outlined on pages 42-44.)

Creating a CJA 21 Voucher (cont'd)

If you wish to submit a person as an **Expert**,

Step
1

From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.

Step
2

Fill in all required information on the person you wish to submit for approval.

Step
3

Click **Create Voucher**.

Existing Requests for Authorization	
ID Number: 2415 Order Date: 01/01/2015 Authorized Amount: \$1,000.00	Service Type: Interpreter Translator Estimated Amount: \$1,000.00 Requested Provider:

New Voucher Information	
Service Type	Interpreter Translator *
Description	
Voucher Assignment	<input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>
Service Provider You can search one of the service providers already in the system OR you can enter the required information for another provider	
Expert	
First Name	Middle Name
Last Name *	
Email *	
Phone *	Fax
Address 1 *	City *
Address 2	State (U.S. Only*)
Address 3	Country*
	UNITED STATES
	Zip

Notes:

- You will see the following error on the created voucher:



You cannot submit a voucher for an expert that has not been approved by the court.

- You will also see the following under Payment Info:

Payment Info

This is a Pending Service Provider

Current Information on File:

Susie Smith TIN: ###-##-####

401 W Washington

Phoenix AZ 85003 US

Phone: 602-322-7200

- CJA Staff will be required to obtain a W9 for the expert before approval.
- You will be notified by email when this approval is complete. You will then be able to finish and submit the previously created CJA 21 Voucher.

Creating a CJA 21 Voucher (cont'd)

After **Create Voucher** has been selected, you will proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Note:

If you have submitted the voucher on behalf of the expert, you will need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the "My Active Documents" section.

Step 1 Click the **Services** tab or click **Next** located on the Progress bar.

Step 2 Enter the **Date**, **Hours**, **Rate**, and **Description**.

Step 3 Click **Add**.

The item will appear in the bottom of the Services list section.

Step 4 Click **Save**.

The screenshot shows the 'Services' tab in the CJA 21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Hours', 'Rate', and 'Description' fields are empty. Below these fields is a table with columns Date, Description, Hrs, Rate, and Amt. The table is currently empty. At the bottom, there are buttons for First, Previous, Next, Last, Save, and Delete Draft.

Step 1 Click the **Expenses** tab or click **Next** located on the Progress bar.

Step 2 Enter the Date, Expense Type, Description and Miles.

Step 3 Click **Add**.

The item will appear in the bottom of the Expense Type section.

Step 4 Click **Save**.

The screenshot shows the 'Expenses' tab in the CJA 21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Expense Type' field is set to Travel Miles. The 'Miles' field is set to 30. The 'Description' field is set to Travel to/from meeting with defendant. Below these fields is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The table contains one row: Travel Miles, 06/19/2014, Travel to/from meeting with defendant, 30, 0.5600, 16.80. At the bottom, there are buttons for First, Previous, Next, Last, Save, and Delete Draft.

Creating a CJA 21 Voucher (cont'd)

Step 1 Click the **Claim Status** tab or click **Next** located on the Progress bar.

Step 2 Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step 3 Select an option under the **Payment Claims** section.

Step 4 Click **Save**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 06/12/2014
- End Date:** 6/19/2014
- Payment Claims:**
 - ☒ Final Payment
 - ☐ Interim Payment (payment #)
 - ☐ Supplemental Payment
- Buttons:** « First, < Previous, Next >, Last », **Save** (highlighted), Delete Draft

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. If using this type of payment indicate the number of this request payment.
- After Final Payment has been submitted, Supplemental Payment may be requested due to a missed or forgotten entry.

Step 1 Click the **Documents** tab or click **Next** located on the Progress bar.

Step 2 To add an attachment, click **Browse** to locate your file.

Step 3 Click **Upload**.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less, per file.

The screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
 - File:** Browse...
 - Description:**
 - Upload** button
- Document List:**

Description	Delete	View
invoice from Expert	Delete	View
- Buttons:** « First, < Previous, Next >, Last », **Save** (highlighted), Delete Draft

Step 4 Enter a detailed description of the attachment. (i.e. Court Order signed 1/2/2015; Detailed invoice)

Creating a CJA 21 Voucher (cont'd)

The document will appear at the bottom of the Description section.

Step
5

Click **Save**. Click **Next** located on the progress bar or the **Confirmation** tab.

Once on the confirmation screen:

Step
6

Verify all information is correct.

Step
7

Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step
8

Click **Submit**.

A screen will appear indicating the previous action was successful and the voucher has been submitted (to the attorney for approval).

Step
9

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional documents for this appointment.

The voucher will appear in the “My Active Documents” section.

Step
10

Select the voucher. The voucher will have the status of “Submitted to Attorney.”

My Active Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Step
11

Click on the **Confirmation** tab.

Step
12

Verify all information is correct.

Creating a CJA 21 Voucher (cont'd)

Step
13

Certify the information by checking the box. This will automatically time stamp the voucher.

Sep
14

Click **Approve**.

A screen will appear indicating the previous action was successful and the voucher has been submitted to the court.

Step
15

Click [Home Page](#) to return to the home page. Click [Appointment Page](#) if you wish to create additional documents for this appointment.

Creating an Authorization for Transcripts (AUTH 24)

(An authorization 24 request in eVoucher should be made after you have submitted your transcript request on CM/ECF.)

Step
1

From the [Appointment Page](#) click **Create** Auth 24.

AUTH-24

Authorization for payment of transcript

Create

The Authorization opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

Basic Info | Documents | Confirmation

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used:

Proceeding To Be Transcribed:

Apportioned Cost (%):

Apportioned Case and Defendant:

Special Transcript Handling:

Transcripts:
☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal
☐ Defense Opening Statement ☐ Defense Argument ☐ Jury Instructions ☐ Voir Dire

Order Date:

Nunc Pro Tunc Date:

«First < Previous Next > Last » **Save** Delete Draft

Step
2

Enter the details for the transcript required on the **Basic Info** screen (as shown above.)

Step
3

Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step 4 Click the **Documents** tab or click **Next** located on the Progress bar.

Step 5 To add an attachment, click **Browse** to locate your file.

Step 6 Click **Upload**.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less, per file.

Step 7 Enter a detailed description of the attachment. (i.e. Court Order signed 1/2/2015; Justification for 14-day turnaround)

The Document will appear at the bottom of the Description section.

Step 8 Click **Save**. Click **Next** on the progress bar or the **Confirmation** tab.

Step 9 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step 10 Click **Submit**.

A screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 11 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional documents for this appointment.

The Auth 24 will now appear in the "My Submitted Documents" section on the Attorney home page.

Approving a CJA 24 Voucher


After submission and approval of Auth-24, court staff will create the CJA 24 Voucher for payment. Once the Court Reporter has submitted the requested transcript to you, you will receive email notification that the CJA 24 Voucher has been submitted to you for approval.

To approve a CJA 24:

The voucher will appear in the “My Active Documents” section.

Step
1

Select the voucher. The voucher will have the status of “Submitted to Attorney” with a pen symbol

Case	Defendant	Type	Status
2:15-CR-09999-FJM- Start: 09/12/2015 End: 09/12/2015	Mickey Mouse (# 1) Claimed Amount: 361.35	CJA-24 Linda Schroeder-Willis	 Submitted to Attorney 0970.0002418

Step
2

Click on the **Confirmation** tab.

Step
3

Verify all information is correct.

Step
4

Certify the information by checking the box. This will automatically time stamp the voucher.



Step
5

Click **Approve**.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☒ I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

 **Approve**  **Reject**

< First < Previous Next > Last > Save Delete Draft

A screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
5

Click [Home Page](#) to return to the home page. Click [Appointment Page](#) if you wish to create additional documents for this appointment.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0101.0000148

Back to:
[Home Page](#)
[Appointment Page](#)

Creating a CJA 26 Voucher

This is a request and justification for expenses outside the statutory limits.

Step
1

From the **Appointment** page click **Create** from the AUTH 26 Voucher template.



The voucher opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

CJA-26 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901
Reports
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA26](#)

Basic Info

1. CIR./DST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel
☐ F Subs for Federal Defender ☒ O Appointing Counsel
☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ Y Standby Counsel
 Prior Attorney's Name
 Appointment Dates
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order 3/3/2014 Nunc Pro Tunc Date
 Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Amount Requested * Amount Approved

Pre Trial Hours Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found ☐

[First](#) [Previous](#) [Next](#) [Last](#) [Save](#) [Delete Draft](#)

Step
2

Enter the information required on the **Basic Info** screen.

Step
3

Click **Save**.

Creating a CJA 26 Voucher (cont'd)

Step
4

Click the **Justification** tab or click **Next** located on the Progress bar.

Step
5

Fill out justification sections.

Step
6

Click **Save**.

The screenshot shows the 'Justification' tab of the CJA 26 Voucher form. The form is divided into nine numbered sections, each with a text area and scroll arrows. The sections are:

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).
5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.
6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)
7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other
8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500
9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.

At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and a 'Save' button (highlighted with a red box), and a 'Delete Draft' button.

Creating a CJA 26 Voucher (cont'd)

Step
7

Click the **Documents** tab or click **Next** located on the Progress bar.

Step
8

To add an attachment, click **Browse** to locate your file. Enter a detailed description.

Step
9

Click **Upload**.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less, per filed.

The Document will appear at the bottom of the Supporting Documents section.

Step
10

Click **Save**. Click **Next** on the progress bar or the **Confirmation** tab.

Once on the Confirmation screen:

Step
11

Verify all information is correct.

Step
12

Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step
13

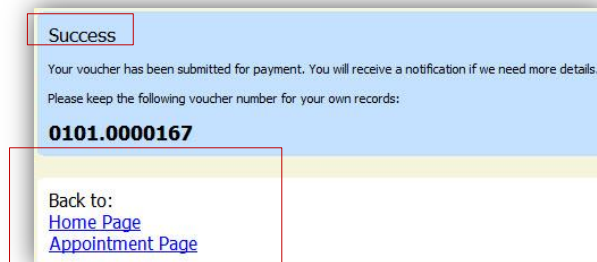
Click **Submit**.

Creating a CJA 26 Voucher (cont'd)

A screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
14

Click [Home Page](#) to return to the home page. Click [Appointment Page](#) if you wish to create additional documents for this appointment.



The CJA 26 will now appear in the “My Submitted Documents” section.